

TEXAS HISTORICAL COMMISSION

CHC Orientation Worksheet

Fill out this worksheet after watching the orientation webinar or reading the orientation script. When reviewing orientation material with fellow CHC appointees, use the discussion of these questions and their answers to inform appointees of the ways in which your CHC functions in these fundamental areas.

Questions posed during the orientation webinar

What does your CHC do to strengthen its relationship with county officials?

How does your CHC train appointees?

Does your CHC encourage appointees to use the wide variety of web tools and educational information on the THC website? When and how?

Is your CHC fulfilling its organizational mission?

Consider the recommendations provided. What abilities and skills do you have that contribute to your CHC? What areas of growth exist for you?

Homework for new and seasoned appointees

- Read CHC statute
- Read CHC bylaws (if your CHC has them)
- Read past CHC reports (yours & others')
- Take Open Meetings training
- Commit to participate and follow through

Homework for CHC chairs

- Provide accurate contact info to THC
- Read THC correspondence and CHC listserv messages; respond when information is requested
- Use CHC reports to track progress
- Ensure that appointees are trained
- Delegate and transition with confidence

